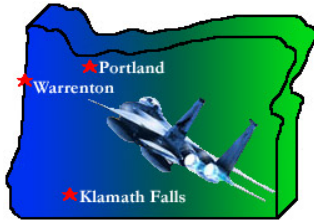


Oregon Air National Guard



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS-OR-AC/AGR
P. O. Box 14350
SALEM, OREGON 97309-5047

<http://www.orport.ang.af.mil>

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF06-514

OPEN DATE:
6 Feb 06

CLOSING DATE:
6 March

UNIT/LOCATION:

142D FIGHTER WING, PORTLAND IAP, OREGON

POSITION:

HUMAN RESOURCES ASSISTANT

PD #:

80527E

MAX MILITARY RANK AT TIME OF HIRE: **MSGT / E-7** (Only promotable TSgt's and MSgt's may apply)

PROMOTIONAL POTENTIAL BASED ON CIVILIAN GRADE COMPARABILITY (Ref. ANGI 36-101): MSgt / E-7

GRADE/SERIES:

GS-0201-09

NOTES: PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS,
PROMOTION TO THE GRADES OF O-4, O-5, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE.

AFSC / MINIMUM ASVAB SCORE REQUIRED: **3S071 / ADMIN - 45**

(APPLICANTS MUST HOLD AT LEAST A 5 LEVEL IN THE PERSONNEL CAREER FIELD; SEI's 297 & 299 ARE HIGHLY DESIRABLE)

For additional information about ASVAB scores,
reference the "Additional Information" section in this announcement and AFMAN 36-2108.

WHO MAY APPLY FOR THIS POSITION:

**THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD AND
THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD**

AREA OF CONSIDERATION:

FIRST AREA: CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD

SECOND AREA: ALL MEMBERS OF THE OREGON AIR NATIONAL GUARD

THIRD AREA: THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:

UNIT HR LIAISON: TSgt MERRILL, 503-335-4029, DSN 638-4029

DESCRIPTION OF DUTIES

Plans, directs, and controls all aspects of the Force Sustainment Section. Manages the Air Force Personnel Records System. Develops procedures and establishes policy for building, updating, auditing, and accountability of and disposition of automated and manual records. Updates and ensures accuracy of MilPDS and base manning documents, identifying errors or incompatibility conditions (i.e. - duplicate AFSCs, skill or grade mismatch, missing or overdue officer upgrade actions, erroneous conversion actions, etc.). Manages the Special Duty Assignment Pay (SDAP) program. Administers the Undergraduate Pilot Training (UPT) program. Manages officer and enlisted promotion actions, ensuring accuracy and timeliness of actions. Performs manual assessment actions. Processes waivers of mandatory officer and enlisted AFSC requirements. Updates changes to current and projected duty information. Coordinates and updates unit vacancy lists with commanders to ensure the accuracy of position availability. Manages other MSF responsibilities as directed.

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

******* PLEASE READ THIS ANNOUNCEMENT COMPLETELY *******

APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES (KSAS):

QUALIFICATIONS REQUIRED of Technicians:

General Experience – Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

Specialized Experience for Technicians - Applicants must have 24 months experience or equivalent in positions that demonstrate the following knowledge, skills, and abilities (KSAs).

1. Knowledge of basic rules, regulations and policies, which govern performance of the work.
2. Ability to formulate policies in writing and give presentations or briefings.
3. Knowledge of military organizational structure.
4. Skill in gathering information, data, and preparing reports.

In addressing each KSA you should describe accurately and completely the tasks, activities, education, and experience that demonstrate your possession of the KSAs listed above. Also, give the percentage of time or number of months you performed the KSA. Include all military experience (Active duty and Reserve Component), qualifications or training in AFSC or MOS related to the position. Active military and National Guard experience is important when evaluating applications for Excepted Service positions. Be specific as to the AFSC(s) you possess and months experience performing duties in it. Mere possession of an AFSC is not necessarily qualifying experience; months of actual experience is the qualifying factor. A combination of education and experience is authorized as noted in substitution of education for experience. Take your time and prepare a proper application.

Substitution of Education for Specialized Experience: For the first six months of specialized experience, study successfully completed in a resident school above the high school level may be substituted at the rate of one academic year of study for six months of specialized experience, provided the study included at least 6 semester hours in subjects closely related to the personnel field. Such subjects include: English composition; public administration; personnel administration; statistics, psychology, or other courses where primary emphasis is on writing skills. **If you are substituting education for specialized experience, specify the courses or curriculum you are using for substitution.**

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Must be a member or eligible to become a member of the Oregon Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.
- Member must comply with standards outlined in ANGI 10-248, Air National Guard Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFMAN 36-2108/2105.

ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by TAG-OR Command Policy Memorandum 127.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP. If your ASVAB score does not meet the minimum required IAW AFMAN 36-2108 Attachment 39, contact your servicing MPF. You have the option to retake the test, however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.
- A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check.

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

******* PLEASE READ THIS ANNOUNCEMENT COMPLETELY *******

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.

******* INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED *******

WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

Current AGR members and those who wish to become an AGR must submit the following:

- ☐ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- ☐ Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. Documents must show your ASVAB scores.
- ☐ Copy of current physical fitness assessment.

Applicants from out of state and members transferring from another branch of service must also submit the following:

- ☐ SF507, Addendum to Medical History, (CURRENT within 12 months)
- ☐ AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)
- ☐ SF600, Preventive Health Assessment (PHA) to include current Blood Pressure, Height, and Weight.

AGR applicants are not required to answer the Knowledge, Skills, and Abilities (KSAs).

For Air Technicians interested in converting to AGR status: Selection for the advertised position does not constitute acceptance into the AGR program. Once notification of a selection is made, the individual is required to submit a request to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section. The AGR Manager will evaluate the request against The Adjutant General's state policy to ensure compliance. The Adjutant General is the final approving authority.

Current Technicians who wish to remain in Technician status must submit the following:

- ☐ Optional Form 612, Application for Federal Employment, or a detailed Resume or Standard Form 171/172.
- ☐ Technicians must answer the Knowledge, Skills, and Abilities (KSAs) and explain their experience in relation to the KSAs.
- ☐ Copy of current physical fitness assessment.

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applicants must type or print in legible dark ink, SIGN AND DATE each application.
- Be sure to include the announcement number and position title on your application.
- You may staple your application. Do not bind, tab, or use document protectors.
- Submit only single sided copies of all application documents submitted.
- Do not fax applications.
- Applications mailed in government envelopes will not be accepted.
- When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed.
- Applications will be accepted until 1630 of the announcement closing date.

MAIL APPLICATIONS TO:

The Oregon Military Department
JFHQ-OR-AC / AGR
P.O. Box 14350 / 1776 Militia Way
Salem, Oregon 97309-5047

THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS

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